



# South Dakota Board of Nursing

South Dakota Department of Health  
4305 S. Louise Avenue Suite 201; Sioux Falls, SD 57106-3115  
(605) 362-2760; Fax: 362-2768; www.state.sd.us/doh/nursing

## Medication Administration Training Program for Unlicensed Assistive Personnel Application for Re-Approval of Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to: South Dakota Board of Nursing; 4305 S. Louise Ave., Suite 201; Sioux Falls, South Dakota 57106-3115

Name of Institution: Primrose Retirement Communities  
Name of Primary Instructor: Susan Beyer  
Address: 104 N. 5th Ave. Crooks, SD. 57020  
Phone Number: 605-216-4734 Fax Number: 605.725.8759  
E-mail Address of Faculty: sbeyer@primroseretirement.com

- Request re-approval using the following approved curriculum(s): (Each program is expected to retain program records using the Enrolled Student Log form.)
  - ☐ 2011 SD Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwitz Textbook – Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
  - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☐ Nebraska Health Care Association (2010) (NHCA)
  - ☒ We Care Online
- List faculty and licensure information: For new RN faculty: 1) attach resume/work history with evidence of minimum 2 years clinical RN experience, and 2) attach a new Curriculum Application Form identifying areas of teaching.

RN FACULTY/INSTRUCTOR NAME(S)	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Susan Beyer</u>	<u>SD</u>	<u>R023034</u>	<u>7-14-13</u>	<u>SDBON</u>
<u>Julie Uselman</u>	<u>SD</u>	<u>R020937</u>	<u>7-6-13</u>	<u>SDBON</u>

- Complete evaluation of the curriculum / program: (Explain 'No' responses on a separate sheet of paper.)

Standard	Yes	No
1. Each person enrolled in your program had a high school diploma or the equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Your program was no less than 16 classroom hours and 4 hours clinical/laboratory instruction for a total of 20 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Your program's faculty to student ratio did not exceed 1:8 in the clinical / lab setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Your program's faculty to student ratio did not exceed 1:1 in skill performance evaluation /competency validation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Each student's performance was documented using the SD clinical skills checklist form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. You maintain records using the Enrolled Student Log(s) form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RN Faculty Signature: Susan Beyer Date: 08-30-2012

### This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>8/20/12</u>	Date Notice Sent to Institution: <u>9/14/12</u>
Date Application Approved: <u>9/14/12</u>	Application Denied. Reason: <u>/</u>
Expiration Date of Approval: <u>April 2014</u>	
Board Representative: <u>SDBON</u>	

Medication Administration Training Program for Unlicensed Assistive Personnel

Name of Institutions listed under Primrose Retirement Communities.

1. Primrose Retirement Community of Sioux Falls  
7400 S. Louise Ave  
Sioux Falls, SD 57108
2. Primrose Retirement Community of Rapid City  
224 E. Minnesota St.  
Rapid City, SD 57701
3. Primrose Cottages  
1518 Meadowbrook Court  
Aberdeen, SD 57401
4. Primrose Place  
1801 3<sup>rd</sup> Ave. SE  
Aberdeen, SD 57401



South Dakota Board of Nursing  
Curriculum Content Application Form: *We Care Online*

Agency/Facility Name:

*Primrose Retirement Communities*

This form provides onsite clinical RN primary instructors a guide on how to teach the content of the We Care Online curriculum. Complete column 4 with the name of RN responsible for teaching the 4-hour clinical lab portion of training (bottom of page 2). Submit completed form to BON with your Medication Administration Training Program application.

Curriculum Requirements Pursuant to ARSD 20:48-04.01:15	Content Outline	Time Frame	RN Instructor	Teaching Methodology Used May include lecture, self-study, online, case study
<p>1) General information relevant to the administration of medications, including:</p> <p>a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances;</p> <p>b) Ethical issues;</p> <p>c) Terminology, abbreviations and symbols;</p> <p>d) Medication administration systems;</p> <p>e) Forms of medication;</p> <p>f) Procedures and routes of medication administration;</p> <p>g) Medication references available</p> <p>h) The role of unlicensed assistance personnel in administering medications</p> <p>i) The five rights of medication administration: right patient, right medication, right dose, right time, right route and</p> <p>j) Infection Control policies and procedures</p>	<p>1. Governmental regulations related to the medication administration</p> <ul style="list-style-type: none"> <li>SD Specific Legal Requirements</li> </ul> <p>2. Administration of medications and controlled substances (CS)</p> <p>3. Storage of medications and CS</p> <p>4. Recording of CS</p> <p>5. Ethical issues</p> <p>6. Terminology, abbreviations, and symbols</p> <p>7. Medication administration systems</p> <p>8. Forms of medication</p> <p>9. Procedures and routes of medication administration</p> <p>10. Medication references available</p> <p>11. The role of unlicensed assistance personnel in administering medications</p> <p>12. The five rights of medication administration</p> <ul style="list-style-type: none"> <li>Right Patient</li> <li>Right Medication</li> <li>Right Dose</li> <li>Right Time</li> <li>Right Route</li> </ul> <p>13. Infection Control policies and procedures</p>	8 hrs.	Online RN instructor: Bonnie Henningson	<p><i>Required text for self-study:</i> Gauwitz, Donna F. (2009). <i>Administering Medications: Pharmacology for Health Centers</i>. 6th Ed, Pub McGraw-Hill. ISBN: 978-0-07-352085-8</p> <p>Self-study, read: SD Specific Legal Requirements Ch. 1: Orientation to Medications Ch. 2: Principles of Drug Action Ch. 3: Measurements &amp; Dosage Adjustments; Ch. 5: Medication Therapy; Ch. 6: Vitamins Minerals &amp; Herbs; Ch. 7: Antibiotics &amp; Antifungals; Ch. 8: Drugs for the Eye &amp; Ear; and Ch. 9: Drugs for the Skin;</p> <p>Online content for Unit 1 posted on the course platform. Click on the links provided to state regulations.</p> <p>Student required to post answers to discussion questions for Unit 1 online. Go online to labs tab and review Unit 1 games for learning.</p>
Unit Test (ARSD 20:4804.01:14 – Tests are developed for each unit in curriculum, including a final test. A passing score of 85% is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.	Administer Unit 1 exam.	0.5 – 1 hr.	Bonnie Henningson	<p>Passing score of 85% required; may retake exam once. Scores will be provided to RN instructor by We Care Online. (Individual RN primary instructors are expected to maintain the <i>We Care Student Log Form</i> for their students.)</p>



2) An overview of the major categories of medications related to the body systems, including: a. Cardiovascular; b. Endocrine; c. Gastrointestinal; d. Integumentary; e. Musculoskeletal; f. Nervous; g. Reproductive h. Respiratory i. Sensory j. Urinary; and k. Immune	14. An overview of the major categories of medications related to the body systems, including: a. Cardiovascular b. Endocrine c. Gastrointestinal d. Integumentary e. Musculoskeletal f. Nervous g. Reproductive h. Respiratory i. Sensory j. Urinary k. Immune	8 hrs.	Bonnie Henningson	Self-study, read: Ch. 11: Drugs for Respiratory; Ch. 12: Drugs for Gastrointestinal; Ch. 13: Drugs for the Urinary System & Fluid Balance; Ch. 14: Drugs for the Reproductive System; Ch. 15: Drugs for the Endocrine System; Ch. 16: Drugs for the Musculoskeletal System; Ch. 17: Drugs for the Nervous & Sensory Systems;
3) Additional instruction shall include those categories of medications relevant to the healthcare setting where the unlicensed person will be employed; and	15. Overview of specific types of drugs for certain patient/resident populations including: a. Mental illness or behavioral b. Cancer c. Pediatric patients d. Geriatric patients		Bonnie Henningson	Self-study, read: Ch. 18: Psychotropic Drugs; Ch. 19: antineoplastic Drugs; Ch. 20: Drugs for Pediatric Patients Ch. 21: Drugs for the Geriatric Patient  Online content for Unit 2 posted on the course platform. Student required to post answers to discussion questions for Unit 2 online. Go online to labs tab and review Unit 2 games for learning.
Unit Test	Administer unit 2 exam	0.5 – 1 hr.	Bonnie Henningson	Passing score of 85% required; may retake exam once.
Final Test	Administer comprehensive final exam	0.5 – 1 hr	Bonnie Henningson	Passing score of 85% required; may retake exam once.
4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence. (ARSD 20:48:04.01:14 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.)	<ul style="list-style-type: none"> <li>Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8;</li> <li>Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio.</li> </ul>	4 hrs	Onsite Clinical RN Instructor(s): <i>Susan Beyer RN</i> <i>Julie Usselman RN</i>	Complete required Skills Performance Evaluation form for each student that passes tests. (additional checklists may also be completed as desired)
Required hours: 16 classroom instruction + 4 laboratory instruction 20 hours		21.5 - 23 hrs		

SD BON Reviewer Use Only  
Date Application received: \_\_\_\_\_  
BON Staff Representative: \_\_\_\_\_

Criteria Met: ☒ Yes \_\_\_ No; reason denied: \_\_\_\_\_

03-1-2012